United Nations A/INF/64/5

General Assembly

Distr.: General
31 August 2009

Original: English

Arrangements for the general debate of the sixty fourth session of the General Assembly

United Nations Headquarters, 23 to 30 September 2009

Information note for delegations

09-49937 (E) 020909

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I. Introduction

1. In accordance with General Assembly decision 63/553, the Assembly will hold the general debate from Wednesday, 23 September, to Saturday, 26 September, and from Monday 28 September to Wednesday, 30 September 2009.

2. The Summit on Climate Change convened by the Secretary-General will take place on Tuesday, 22 September 2009. Arrangements for the Summit are addressed in a separate information note (A/INF/64/4).

II. Arrivals and departures

Port-of-entry arrangements for Heads of State and Government, Vice-Presidents and Crown Princes and Princesses

3. Member States, through their permanent mission and in coordination with the host country and host city authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all other arrangements, such as travel to New York City, transit, ground transportation, attention to special health and medical considerations, secretariat and telecommunication services, and for the delegation's programme of activities that are not related to the general debate.

Procedures at United Nations Headquarters during the general debate from 23 to 30 September 2009

4. Following past practice, the authorities of the United States of America will provide transportation (one vehicle) and security protection to Heads of State and Government and some heads of delegations during their stay in New York. Regardless of the size of the motorcade, only two vehicles — the car with the principal and the car with the lead security detail — will be allowed to enter the United Nations through the 43rd Street gate and discharge their passengers at the Delegates Entrance to the General Assembly Building. The remaining vehicles in the motorcade will discharge their passengers further down First Avenue or in front of the visitors gate to the United Nations (46th Street and First Avenue).

5. In order to facilitate the departures of Heads of State and Government from Headquarters, a motorcade desk will be set up on the first floor, north of the Delegates Entrance at the Security Command Post (GA-101). Delegations wishing to depart must contact the motorcade desk personnel, who will then summon the vehicles and inform the delegation when they are ready for departure.

6. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades entering via the 43rd Street gate must have valid United Nations photo identification and a secondary pass for the General Assembly Building, in order to be permitted to pass through various security checks, including at the Delegates Entrance, and enter the Headquarters Building;

(b) Heads of State and Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come

to the United Nations on foot from nearby locations are encouraged to do so in order to save time and avoid possible delays;

(c) With the exception of motorcades accompanied by police and/or secret service personnel, any delegation arriving at the United Nations by car will need a special vehicle permit to enter the complex. The permits will be available through the Garage Administration (room CB-021; tel: 212 963 6212).

III. Schedules, list of speakers, statements, documentation and interpretation

General debate

7. The general debate will begin at 9 a.m. on 23 September 2009 in the General Assembly Hall and continue until 30 September. The President of the sixty-fourth session of the General Assembly has proposed the following theme for the general debate: "Effective responses to global crises: strengthening multilateralism and dialogue among civilizations for international peace, security and development".

8. The list of speakers is available in rooms S-2925 and S-2940B. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (room S-2940B; tel: 212 963 5063; fax: 212 963 3783).

9. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the sixty-fourth session.

Statements, documentation and interpretation

10. A minimum of 30 copies of the text of statements to be delivered at the general debate should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see section XI below.

11. Given the security arrangements in place for the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9.30 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

12. Only texts of statements to be delivered in the general debate will be distributed in the General Assembly Hall.

13. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in

question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance through the Planning and Meetings Servicing Section (tel: 212 963 8114; fax: 212 963 7405; e-mail: emeetsm@un.org).

IV. List of delegations

14. The Protocol and Liaison Service will publish a list of delegations to the sixty-fourth session of the General Assembly in two issues. The first issue will appear on the Protocol website (http://www.un.int/protocol) on 20 September 2009. This issue will include all the lists submitted by 20 September and will be regularly updated. A final hard copy will be published in December and will include all the lists submitted by 30 November. Lists submitted after 30 November will not figure in any list published by the Protocol and Liaison Service. Missions are kindly requested to submit a comprehensive official list of delegations, including the functional titles and affiliations of each member, to the Deputy Chief of Protocol (room S-0201; fax: 212 963 1921) as soon as possible. In order to avoid confusion, any changes to the original list should be sent separately; such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in Microsoft Word, their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service.

15. In accordance with rule 25 of the Rules of Procedure of the General Assembly, each delegation shall consist of not more than five representatives and five alternate representatives and as many advisers and experts as may be required. With the exception of a Head of State or Government, Crown Prince or Princess, Vice-President or Minister for Foreign Affairs, who are listed as the head of delegation during his or her presence at the session, all other heads of delegations are counted as one of the five representatives. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegations.

V. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and specialized agencies

Accreditation

16. Accreditation of official delegations and members of the parties of Heads of State and Government, Vice-Presidents and Crown Princes and Princesses will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the delegation who require passes, together with completed SG.6 forms (Registration of members of delegations to temporary meetings),[1] to the Deputy Chief of Protocol (room S-0201A; fax: 212 963 1921). Accreditation of official delegations of observer missions, intergovernmental organizations and specialized agencies will also be carried out by the Protocol and Liaison Service using the SG.6 form.

17. Once the lists of delegates, together with the SG.6 forms, are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner, the following measures will be exercised:

(a) **Applications received in the office of the Protocol and Liaison Service before close of business on Friday, 4 September 2009** will be available for collection starting on Tuesday, 8 September 2009;

(b) **Applications received in the office of the Protocol and Liaison Service after close of business on Friday, 4 September 2009** will be available for collection 48 hours (two working days) after submission.

Representatives of Permanent/Observer Missions, intergovernmental organizations and specialized agencies are requested to deliver the authorized applications to the delegates, who should proceed to the Pass and Identification Unit for processing. If the name and the photograph of a delegate are already in the system of the Pass and Identification Unit, his or her pass may be collected by a representative of the permanent or observer mission in the absence of the delegate, upon presentation of the authorized SG.6 form and a valid United Nations grounds pass. Delegates who need to have a photograph taken should go with their SG.6 forms to the Pass and Identification Unit, located at 45th Street and First Avenue, to have a photograph taken and a grounds pass processed.

18. Heads of State and Government, Vice-Presidents, Crown Princes and Princesses and their spouses will be offered VIP passes without photographs. Deputy prime ministers, cabinet ministers and their spouses will be provided with VIP passes with photographs. In order for a VIP pass to be issued, written requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

19. Delegations may e-mail digital photographs for VIP passes to chuaw@un.org, following submission of formal requests to the Protocol and Liaison Service (room S-0201A, fax 212 963 1921). Colour photographs must be in jpeg format only. **All e-mail requests must contain in the subject line only the name of the Member**

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

State or observer and no other information. Please attach photographs with names of the VIPs only. Requests other than VIP passes will not be entertained via e-mail.

20. A separate list specifying the names of the members of the party of the Heads of State and Government, Vice-Presidents and Crown Princes and Princesses who require access to the United Nations — as well as their occupations (e.g., aide de camp, interpreter, physician) — must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: 212 963 7531). Passes for media personnel will be handled by the Media Accreditation Unit (tel: 212 963 6934).

21. The working hours for accreditation in the Protocol and Liaison Service (tel: 212 963 7181) and the Pass and Identification Unit (ground floor of the UNITAR Building, 45th Street and First Avenue (tel: 212 963 7533) in the days prior to and during the general debate will be posted at the Protocol website (www.un.int/protocol) and at the entry to each respective office.

Access to meeting rooms and restricted areas

22. During the general debate, access to the General Assembly Hall and restricted areas will be based on regular delegate passes plus secondary colour-coded access cards which are transferable among members of a delegation. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Each permanent mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the 2nd floor of the General Assembly Building and Conference Building;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the 2nd floor of the General Assembly Building and Conference Building.

23. Colour-coded access cards for the general debate will be available for collection at the Protocol and Liaison Service (room S-0201P; tel: 212 963 7181) starting on Thursday, 17 September 2009, from 10 a.m. to 2 p.m.

24. During the plenary meetings in the General Assembly Hall, seats will be reserved in a VIP area for spouses of Heads of State and Government, Vice-Presidents, Crown Princes and Princesses and Cabinet Ministers participating in the event, provided that the Protocol and Liaison Service is notified in advance of their attendance at the session. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in VIP Section A (up to 15 seats), on the 3rd floor gallery and the 4th floor balcony of the General Assembly Hall. The seats in VIP section A will be allocated only for the duration of the address of the head of delegation at the plenary meeting. Access to these areas in the General Assembly Hall will require a special protocol ticket distributed by the Protocol and Liaison Service. Written requests for such tickets, with names and titles of all attendees (including the spouse of the dignitary speaking) should be delivered to the Protocol and Liaison Service at room S-0201 or by fax to 212 963 1921 **at least one week in advance**. The special protocol tickets will be available for collection one

day prior to the address by the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter United Nations Headquarters via the Visitors Entrance.

25. All documents, forms and information material on the sixty-fourth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Protocol website (http://www.un.int/protocol).

VI. Official luncheon

26. There will be an official luncheon (without spouses) hosted by the Secretary-General in honour of the Heads of State and Government and heads of delegation at a level other than Head of State and Government attending the sixty-fourth session of the General Assembly, in the North Delegates Lounge on Wednesday, 23 September 2009, at 1.15 p.m. Participation will be by invitation only. If a head of a delegation is not available for the official luncheon, no substitute or replacement will be accepted. Interpreters, only if requested in advance and duly accredited, will be provided with seats behind their respective head of delegation.

27. The official opening of the luncheon, including the toast by the Secretary-General and the head of delegation of the host country, will be covered by still photographers and television.

VII. Luncheon for spouses

28. Mrs. Ban Soon-taek, wife of the Secretary-General, will host a luncheon on Wednesday, 23 September in honour of the spouses of Heads of State and Government, Vice-Presidents and Crown Princes and Princesses participating in the Summit on Climate Change and the sixty-fourth session of the General Assembly. The luncheon will take place in private dining room No. 6, located on the fourth floor of the Conference Building, at 1:15 p.m. Interpreters, if required, will be allowed to accompany the spouses.

29. It is essential for the Deputy Chief of Protocol to be notified, at the earliest convenience of permanent representatives, of the presence of spouses of Heads of State and Government, Vice-Presidents and Crown Princes and Princesses in New York in order to expedite all the necessary arrangements for them.

VIII. Security arrangements

Access to the United Nations Headquarters complex

30. The Headquarters complex will be closed to the public from 6 p.m. on Sunday, 20 September 2009 until close of business on Wednesday, 30 September 2009. Access to the United Nations complex during the general debate will be restricted to delegates and their staff; staff members of the United Nations Secretariat, funds, programmes and agencies; and accredited media, affiliates and interns working in the Secretariat, who are in possession of a valid United Nations grounds pass. Specially invited representatives and representatives of non-governmental

organizations with a specific event/room pass will have access to the premises from 22 to 30 September 2009. Retirees will not be granted access to the premises from 22 September until close of business on 30 September 2009.

31. Representatives of non-governmental organizations without a specific event/room pass will not be granted access to the premises from 22 September until close of business on 30 September 2009.

32. Outside messengers will be redirected to the UNITAR Building, where the information desk will be relocated. All commercial deliveries for the United Nations loading dock (48th Street) will be restricted to the hours of 4 a.m. to 6 a.m.

33. Specially invited participants, affiliates and interns will use the 46th Street crossing point and enter via the 46th Street gate, and will proceed through the security screening tent. Accredited media will be directed to the tent facility for screening and will be directed to the accreditation tent on the public plaza by the large flag pole.

34. For grounds passes for national security officers accompanying Heads of State or Government, please contact Captain William Ball, Security and Safety Service (tel: 212 963 7531) (see annex for a sample request for a grounds pass for security staff).

35. Access to the United Nations will be denied to anyone who is not in the above-mentioned categories and who is not wearing a valid grounds pass. Adherence to these instructions will help to avoid last-minute difficulties.

36. Any questions should be directed to the Officer-in-Charge of Operations, Inspector Donald Calderone (tel: 212 963 4013), the Officer-in-Charge of the Security Event Planning Unit, Captain Mark Hoffman (tel: 212 963 7028) or the Officer-in-Charge of Special Operations, Captain William Ball (tel: 212 963 7531).

Access to restricted areas

37. Within the United Nations complex, there will be certain further restrictions on movements. Restricted areas have been designated, encompassing the entire second floor and Conference Rooms 5 through 8 of the General Assembly and Conference Buildings, including the North Delegates Lounge. Temporary bilateral booths will be provided on the 2nd, 3rd and 4th floor balconies of the General Assembly Hall and in portions of the General Assembly Public Lobby. Access to the restricted areas will be enforced by the Security and Safety Service. All delegates and their staff with a valid United Nations grounds pass will be given access to the temporary bilateral booths. United Nations staff members will need an all-area pass to access the restricted area.

38. The hours of operation of the Pass and Identification Unit and the Pass and Identification Tent of the Security and Safety Service during the general debate will be as follows:

Saturday, 12 September	10 a.m.-6 p.m.
Sunday, 13 September	10 a.m.-6 p.m.
Monday, 14 September	9 a.m.-6 p.m.
Tuesday, 15 September	9 a.m.-6 p.m.

Wednesday, 16 September	9 a.m.-7 p.m.
Thursday, 17 September	9 a.m.-6 p.m.
Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.
Monday, 21 September	12 p.m.-5 p.m.
Tuesday, 22 September	7 a.m.-6 p.m.
Wednesday, 23 September	7 a.m.-6 p.m.
Thursday, 24 September	8 a.m.-6 p.m.
Friday, 25 September	8 a.m.-6 p.m.
Monday, 28 September	9 a.m.-5 p.m.
Tuesday, 29 September	9 a.m.-5 p.m.
Wednesday, 30 September	9 a.m.-5 p.m.
Thursday, 1 October	9 a.m.-5 p.m.
Friday, 2 October	9 a.m.-5 p.m.

IX. Arrangements for bilateral meetings

Facilities

39. For bilateral meetings between Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the General Assembly Public Lobby and on the 2nd, 3rd and 4th floor balconies of the General Assembly Building (for contact information, see sect. XV below).

Reservation system

40. A reservation system has been established through eMeets (emeets.un.org) as from September 2009 in order to provide equitable and efficient use of the facilities and is accessible to all permanent and observer missions. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

41. An electronic acknowledgement of receipt of each request will be given shortly after submission. Confirmation of room assignments will be provided the day prior to the meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

X. Treaty signature/ratification event

42. In order to facilitate signature, ratification or accession to multilateral treaties deposited with the Secretary-General during the sixty-fourth session of the General Assembly, special arrangements will be made, including media coverage, for a treaty signature/ratification event from 23 to 25 and on 28 and 29 September 2009 in the area near the Delegates Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section of the Office of Legal Affairs (contact Ms. P. Muriel Djella Ogandaga or Ms. Dina Hamdy at 212 963 5047). Those countries intending to sign, ratify or accede to a treaty must submit copies of their instruments of full powers, if required, or their instruments of ratification or accession to the Treaty Section for review by 1 September 2009. Copies of instruments may be faxed to the Treaty Section at 212 963 3693.

43. Information relating to the 2009 Treaty Event can be obtained from the United Nations Treaty Collection at http://treaties.un.org. This includes the letter of invitation from the Secretary-General; the annual publication on the core treaties relating to the theme for 2009, "Towards universal participation and implementation"; a list of all multilateral treaties deposited with the Secretary-General; and procedural information. As is customary, it will be possible to undertake treaty actions with regard to any treaty deposited with the Secretary-General during the treaty event.

44. It is recommended that delegations, in addition to the Head of State or Government or Minister for Foreign Affairs, be limited in size. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government, Vice-Presidents, Crown Princes and Princesses) from the escalators at the Delegates Entrance.

45. In order to have access to the premises during the 2009 treaty event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information (contact Aberash Zewde at 212 963 7463 or consult http://www.un.org/media/accreditation for additional information in this regard). Delegations are requested to designate an individual as a focal point for purposes of this event.

XI. Media arrangements and services

46. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the general debate of the General Assembly at its sixty-fourth session without additional accreditation. All others will be asked to submit, in advance of the general debate, an online media registration form, which is available at http://www.un.org/media/accreditation/form/myform.asp. All media applying for accreditation online will receive e-mail notifications as to the status of their application. In addition, all media submitting the registration form will be required to submit a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212 963 4642.

Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's licence or State identification) are also required. Other credentials, such as by-lined articles, may be requested. Criteria for media accreditation are available at http://www.un.org/media/accreditation.

47. Details regarding accreditation requirements, media access to the United Nations Secretariat, liaison services for coverage of open and bilateral meetings, press conferences and briefings are available at http://www.un.org/media/accreditation.

48. All members of the media corps accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
Room S-250A, United Nations
Fax: 212 963 4642

49. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photograph taken and be issued a United Nations grounds pass upon presentation of a national passport and valid photo identification.

Location and work hours of the Media Accreditation Office

50. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

51. From Tuesday, 15 September, to Friday, 2 October, the Media Accreditation Office will be located in a tent on the North Lawn of United Nations Headquarters, near the 48th Street entrance (south-east corner of 48th Street and First Avenue). The hours of operation for the days immediately before and during the sixty-fourth session of the General Assembly and general debate will be as follows:

Tuesday, 15 September	9 a.m.-6 p.m.
Wednesday, 16 September	9 a.m.-6 p.m.
Thursday, 17 September	9 a.m.-6 p.m.
Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.
Monday, 21 September	Closed
Tuesday, 22 September	7 a.m.-6 p.m.
Wednesday, 23 September	6 a.m.-6 p.m.
Thursday, 24 September	7 a.m.-6 p.m.
Friday, 25 September	8 a.m.-6 p.m.

Saturday, 26 September	Closed
Sunday, 27 September	Closed
Monday, 28 September	9 a.m.-5 p.m.
Tuesday, 29 September	9 a.m.-5 p.m.
Wednesday, 30 September	9 a.m.-5 p.m.
Thursday, 1 October	9 a.m.-5 p.m.
Friday, 2 October	9 a.m.-5 p.m.
Saturday, 3 October	Closed
Sunday, 4 October	Closed

52. As of Monday, 5 October 2009, all pass and identification operations will resume at the Identification Unit located on the corner of 45th Street and First Avenue, from 9 a.m. to 4 p.m.

53. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

54. All media representatives will be required to present a valid United Nations grounds pass to the United Nations Security Officers at the gate. The designated press entrance is at 47th Street and First Avenue.

55. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

56. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, audio outlets and wireless Internet. The Ex-Press Bar on the third floor of the General Assembly Building will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth to be assigned to them on a rotational basis. Those locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the General Assembly Hall.

57. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system (eight channels) for listening
- Video and audio distribution for external recording.

58. An information desk will be staffed in the media overflow/working area from 22 September 2009 to assist journalists. For queries, call the Media Centre at 212 963 9611/9612/9613.

United Nations audio-visual materials

59. United Nations photographs will be available from the website http://photo.un.org. Digital photographs are available as soon as the images are acquired and processed. Prints of the morning coverage will be available during the afternoon of the same day and prints of the afternoon coverage will be available the following morning. Nominal fees for the issuance of prints may apply. Because of the capital master plan, prints cannot be provided once the Photo Library moves to its capital master plan swing space at 300 East 42nd Street, 5th floor. Please direct all photo inquiries and requests to the United Nations Photo Library (e-mail: photolibr@un.org; room S-805L; tel: 212 963 6927/0034; fax: 212 963 1658/3430).

60. Live pool United Nations Television coverage is available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-1B56A; tel: 212 963 7650; fax: 212 963 3860). A detailed schedule of live and electronic news gathering coverage will be made available to broadcast clients in advance.

61. As the Film/Video Library will remain in the complex during the first phase of the capital master plan, videotapes of speeches will continue to be available throughout the General Assembly period in NTSC Betacam SP and DVD formats. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. To request a videotape, contact the United Nations Video Library (room 2B-66, second basement); tel: 212 963 1561/0656; fax: 212 963 3860/4501; e-mail: gonzalezm@un.org; fong@un.org; and teza@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

62. Digital audio files of the coverage of proceedings are available at http://www.unmultimedia.org/radio/library/ as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27; tel: 212 963 9272/9268/9269/7662; fax: 212 963 3860). Audio is normally available in the original language in which statements were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one cassette or CD of each statement free of charge. Additional copies, back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13 C; tel: 212 963 7658).

63. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org; marchione-novoa@un.org; and martinich@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

Internet

64. The United Nations website, through a dedicated portal web page (http://www.un.org/ga/), will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. To ensure timely posting of statements on the United Nations website, the texts should be sent to: dpigaweb@un.org.

65. The United Nations News Centre portal (http://www.un.org/news) provides continuously updated coverage of a wide range of developments at United Nations Headquarters in New York and United Nations-related activities around the world. Visitors can subscribe to free e-mail news alerts or use a broad array of source materials, including summaries of meetings of the General Assembly, the Security Council and other United Nations bodies, statements by the Secretary-General and his Spokesperson, press releases, transcripts of press briefings and news conferences, as well as an array of multimedia products, from webcasts and photos to audio and video programming by United Nations Television and Radio.

66. The United Nations webcast service (http://www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of General Assembly open meetings, conferences, press briefings and events. The meetings will be covered live in English and the original language of the speaker. Archived webcast video will be made available on the webcast website, the General Assembly website (http://www.un.org/ga), along with the text of statements. Que ies should be directed to the United Nations Webcast Unit at 212 963 6733.

Pool coverage

67. Nearly all visual media coverage will be done by selected media pools owing to logistical and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

68. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State or Government will be able to cover all activities of their delegation, if approved by their delegations.

69. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the meeting rooms. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the meeting rooms during speeches. Those operations will be coordinated by the Liaison Officers accompanying the media.

Tickets to the press gallery in the meeting rooms

70. There are a limited number of tickets available for media representatives for the press gallery of the meeting rooms. The Media Liaison Desk on the third floor

will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Copies of speeches for the press

71. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 50 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B)) and an additional 50 copies to the Media Documents Counter, room S-394, in the third floor press area (tel: 212 963 2479/7166). No photocopying facilities will be available for this purpose.

United Nations press release coverage

72. The Department of Public Information will provide press release coverage in English and French of the open meetings of the sixty-fourth session of the General Assembly, as well as summaries of press briefings and events. Press releases may be obtained from the media overflow/working area or the Media Documents Counter in the third floor press area or the United Nations website (http://www.un.org/apps/pressreleases). Further queries should be directed to the Press Service (tel: 212 963 7211/2360 (English) or 212 963 7191 (French)).

Background material and other queries

73. For media materials regarding the Summit on Climate Change please visit the relevant website (http://www.un.org/climatechange/2009summit). The site will also provide video statements, background materials and the overall programme.

74. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information (tel: 212 963 6816/6870; e-mail: mediainfo@un.org).

Briefings and news conferences

75. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily media alert, which is updated regularly and available at http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (tel: 212 963 7707/7160/7161).

Coverage of bilateral meetings

76. Photo opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attaché of the respective Member State. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the Media Liaison Desk of such opportunities and the media will then be escorted by a Liaison Officer. The Media Liaison Desk is situated on the third floor behind the General Assembly Hall.

XII. Medical services

77. The United Nations Medical Services Division operates a walk-in clinic from 9 a.m. to 5 p.m. A nurse is on duty from 8.30 a.m. to 11 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition, during the high-level plenary meetings of the General Assembly, a first-aid station will be set up on the second floor of the Conference Building adjacent to the elevator, in front of room C-202.

78. Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service (Head Nurse: Neomy Mantin, tel: 917 367 3627).

XIII. Host country liaison

79. All inquiries concerning host country matters should be directed to Russell F. Graham, Minister-Counsellor for Host Country Affairs at the United States Mission to the United Nations (regular business hours: tel: 212 415 4330; after hours: tel: 212 415 4444).

XIV. Additional information

80. In the lead-up to the general debate, the following documents have been or will be issued:

(a) Notes verbales from the Protocol and Liaison Service on protocol arrangements, arrivals of Heads of State and Government and the programme for spouses;

(b) Note verbale on bilateral meeting arrangements;

(c) Press kit for the sixty-fourth session of the General Assembly;

(d) *Delegates Handbook*;

(e) Information circular to media.

XV. Focal points for arrangements related to the general debate

General Assembly Affairs:	Ion Botnaru, tel: 212 963 2336 Fax: 212 963 4230
Meetings Management Section:	Mildred Fernandes, tel: 212 963 6540 Fax: 212 963 7405
Facilities for bilateral meetings:	Emma Pioche, tel: 212 963 2952
Protocol:	Desmond Parker, tel: 212 963 7179 Fax: 212 963 1921
Spouses events:	Almudena de Ameller, tel: 212 963 7178 Fax: 212 963 1921

Delegation accreditation and access:	Wai Tak Chua, tel: 212 963 6188 Fax: 212 963 1921
Social events of the Secretary-General:	Anna Janowska, tel: 212 963 7174 Fax: 212 963 1921
Security:	David Bongi, tel: 917 367 9520 Fax: 917 963 1833
	Inspector Donald Calderone, tel: 212 963 4013 Fax: 212 963 1833
Media:	Gary Fowlie, tel: 212 963 6934 Fax: 212 963 4642

Annex

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance____ Renewal____ Duplicate____

Name: _____

Country/Agency: _____

Protectee: _____

Official seal | Date | Authorized signature

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Unit)_____